

**MEMORANDUM OF AGREEMENT
BETWEEN THE
FEDERAL AVIATION ADMINISTRATION
CHICAGO SYSTEMS MANAGEMENT OFFICE
AND THE
PROFESSIONAL AIRWAYS SYSTEMS SPECIALISTS
CHICAGO
regarding SCHEDULED OVERTIME ACCOUNTING / TRACKING**

This Memorandum of Agreement (MOA) is between the Federal Aviation Administration, Chicago Systems Management Office (CHI-SMO) and the Professional Airways Systems Specialists (PASS 106), otherwise known as the parties. The purpose of this MOA is to specifically put in place a process to track and account for scheduled overtime incidents only.

Section 1. Scheduled overtime shall be defined as "any work performed by an employee outside the normal work day in excess of 8, 9, or 10 hours that is known about in advance and approved by the appropriate supervisor or manager." For the purposes of this MOA, multiple scheduled overtime events of a similar type or nature of work at the same facility or service shall be construed and accounted for on a daily basis as if they were individual scheduled overtime events.

Section 2. A record of scheduled overtime shall be maintained by all CHI-SMO managers in an area, agreed to by the manager and union representative, that is easily accessible to all appropriate employees. This record shall be kept current by all CHI-SMO managers and will be the official means of tracking scheduled overtime distribution to ensure scheduled overtime is made available to qualified employees on an equitable basis.

Section 3. At the beginning of each year, pay period one (1), all overtime totals documented on the overtime record shall revert to zero (0) for each SSC employee.

Section 4. Whenever possible, employees shall be notified of scheduled overtime assignments twenty-four (24) hours in advance of working.

The following procedures/steps to assign scheduled overtime shall be used throughout CHI-SMO:

1. The specialist with prime facility responsibility (i.e., assigned workload) shall be contacted and offered the scheduled overtime first.
 - (a) For facilities or services where multiple specialists share prime facility responsibility, step # 2 shall take precedence over step #1
 - (b) For incidents of multiple scheduled overtime events only, step #2 shall take precedence over step #1a.
2. Qualified employees starting with the least amount of accrued scheduled overtime, as recorded in the overtime record, shall be contacted in succession.
 3. Scheduled overtime will be documented in the overtime record for each bargaining unit employee, and will reflect the accumulative total of actual scheduled overtime worked or refused.
 4. The scheduled overtime record may be maintained in either electronic or hard copy form but must remain available to bargaining unit employees within the appropriate employee group, easily accessible and up to date. A back-up copy of the record shall be maintained by the appropriate employee group timekeeper.
 5. For the purposes of this MOA, in the event that all factors are equal, seniority as determined by the greater service computation date (SCD) shall be used to determine the employee first contacted and offered the scheduled overtime.
 6. It is the responsibility of the individual scheduling the overtime to record the results in the overtime record using the following:
 - a. "O" = Number of hours offered – Employee responds, number of hours offered.
 - b. "A" = Number of hours accepted – Employee accepts the number of hours offered.
 - c. "R" = Number of hours refused – An employee is contacted but declined overtime.